One Drive is a cloud storage service developed by Microsoft that allows you to store your important files securely in one place and access them anywhere. One Drive replaces your personal "U" drive and it is highly recommended you move all of your files from your "U" drive to One Drive.

To access One Drive on your computer:

- Open a web browser (Chrome, Edge, Safari, etc.)
- Search Office 365 login or use the following URL: https://www.office.com
- Click on the cloud that appears on the menu down the side of your page

This location is where all your files are stored. The menu at the top of page allows you to do a variety of things:

1. New – This menu option allows you to create a new folder, a word or excel document or PowerPoint. It allows you to create a OneNote Notebook, forms for excel as well as links and Survey Monkey.
2. Upload – This menu option allows you to upload files or folders from other stored locations
3. Sync – This menu option ensures your files and folders are synced so you can access your information from any device.
4. Automate – is a feature you will likely have no use for at the present time.

To save or open a file in One Drive on your computer:

1. You can open a previously saved file by following the procedure listed above or go to the program (word, PowerPoint etc.) that you were using and select open. One Drive will be listed as one of your options.
2. To save a file in One Drive, select save and One Drive will be listed as one of your options.

https://www.youtube.com/watch?v=OIan3NI_U5o&list=PLni1JlcV35kZFhjEduk0bd5GDm6DKSe5Z&index=2